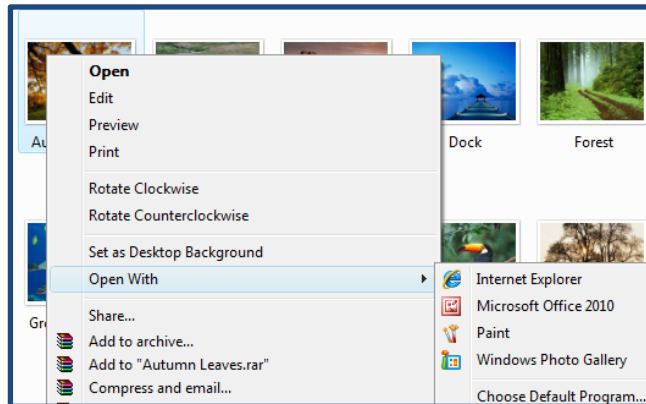


Optimizing Images for the Web

- Images should be optimized (re-sized) so they comply with the web standards for images
- Microsoft Office Picture Manager (located under Microsoft Office Tools) allows you to optimize images
- We recommend saving images you want to use on your web pages onto a folder on your desktop

Opening Image(s) with Picture Manager

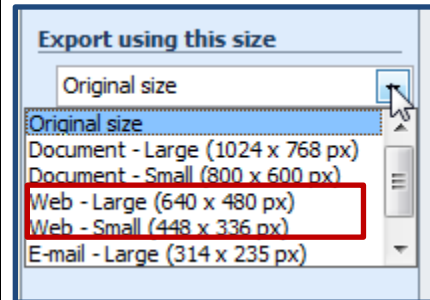
1. Navigate to the folder containing the image file(s)
2. Right click on the file name and choose the **Open with Microsoft Office** option



The Picture Manager will open up displaying the image.

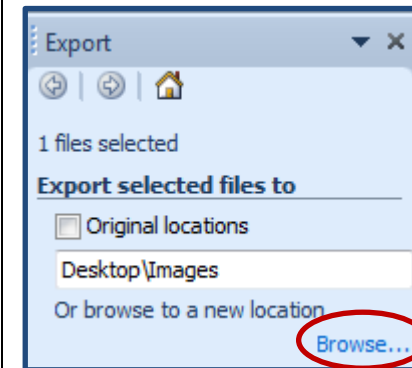
Selecting a format

1. From the menu bar click **File-> Export**.
2. From the resulting frame on the right hand side, click the **Export using this size** option



3. Choose the Large or Small option depending on the size of your picture.
(Web – Small recommended)

Saving the Image



1. From the **Export selected files to** section, click the **Browse** option and browse to your desktop folder where you will be saving your web images.
2. Click the **Open** button to select the folder. Hit the **Ok** button to complete the process.